

SADAF TARANI

Address: Al Madni Plaza, Block A4, Flat 107. Garden, Karachi.

Email: sadaftarani89@gmail.com

Cell # 0322-2505824



OBJECTIVE:

I am seeking a competitive and challenging environment where I can serve your organization and establish a career for myself.

EXPERIENCE:

ACCOUNTANT ASSISTANT:

CONSULTANT & PROVIDERS: (Aug'2021 till now)

- To prepare their asset, liability and capital account entries by compiling account information.
- Document financial transactions by entering account information.
- Summarize current financial status by collecting information.
- Preparing balance sheet, profit and loss statement, and other reports.

PROFESSIONAL TUTOR (2009-2019)

- Teaches all subjects or skills to the students of O-levels.
- Improve knowledge and skills of students.
- Facilitate student to provide high quality education.
- Taking counselling sessions to improve soft skills of the students.

INTERNSHIP:

STATE BANK OF PAKISTAN: (July'22 – Aug'22)

- SBP Banking Services Corporation

EDUCATION:

- **Master of Business Administration in Finance (2014-2016)**
Institute: Muhammad Ali Jinnah University, Karachi. (3.11 CGPA)
- **Bachelors in Commerce (2008-2010)**
Institute: University of Karachi. (2nd Division)
- **Intermediate (2006-2008)**
Institute: D.A Degree College for Women Phase 7. (Grade A)
- **Matriculation in Science (2004-2006)**
Institute: New Day Secondary School, Karachi (Grade B)

SKILLS:

- Proficient in MS Offices (MS Word, Excel, Power point etc)
- Proficient in internet browsing, social media and blogging.
- IP addressing of different devices.

CERTIFICATION:

Image & Create Institute of Multimedia:

- English Language Course

PERSONAL INFORMATION:

- **Gender:** Female
- **DOB:** 26/08/1989
- **Marital Status:** Single
- **CNIC:** 42201-5083094-2
- **Nationality:** Pakistani
- **Religion:** Islam

REFERENCE:

Will be providing on request.